

**MONROE COUNTY, FLORIDA
JOB DESCRIPTION**

Position Title: Administrator Group Insurance and HIPPA Privacy Official	Date: May 6, 2003
Position Grade: 10	FLSA Status: Exempt Job Code: 10-16

Unknown

Deleted: July 23, 1998

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)
Primary function is to oversee the operation and administration of the County's Group Insurance Program. This includes he monitoring of contracts, premium payments, budget projections, filing reports, and staff supervision. *Also acts as Privacy Official for the County for HIPAA compliance.*

KEY RESPONSIBILITIES

1. *Budget preparation for Group Insurance Fund.
2. *Monitor and prepare funding projections and prepare required transfers.
3. Prepare IRS Report 5500 for Section 125; FRS report for dependent coverage for retirees; Health Insurance Subsidy forms.
4. Monitor contracts and prepare agenda items for contract renewals.
5. Prepare premium reconcilements for payment from applicable line items.
6. Process Life Insurance claims in coordination with beneficiaries, funeral home and insurance company.
7. Review and authorize payment registers for TPA and prescription card to send to Finance.
8. Analyze monthly/quarterly reports from policy administrators; review miscellaneous correspondence.
9. Obtain assistance from TPA/consultant regarding compliance with State & Federal mandates and request appropriate plan amendments.
10. Supervise Employee Benefits staff.
11. Plan and coordinate annual Health Fairs.
12. Prepare and distribute appropriate employee notices regarding plan changes.
13. **Serve as Privacy Official for Monroe County for HIPAA compliance. These duties include: tracking Protected Health Information, addressing legal issue of HIPAA compliance, setting up structures to ensure individual rights, developing overall privacy policies and procedures and the notice of privacy practices; develop training program, keeping tract of latest privacy developments. .*

***Indicates an essential job function**

Position Title: Administrator, Group Insurance	Job Code: 10-16	Position Grade: 10
KEY JOB REQUIREMENTS		
Education: Associate's Degree or Two Year College equivalent required.		
Experience: 3 to 5 years minimum amount of prior related work experience as Insurance Technician or Specialist.		
Impact of Actions: <i>The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.</i>		
Complexity: Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.		
Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities with a work unit or while completing a project.		
Communication with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.		
Managerial Skills: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.		
Working Conditions/Physical Effort: Normal office situation. Typically sitting at a desk or table. Intermittently sitting, standing, stooping; typically standing and/or walking; light lifting or carrying 25 lbs. or less.		
Other:		
APPROVALS		
Department Head: _____ Name: _____ Signature: _____ Date: _____		
Division Director: _____ Name: _____ Signature: _____ Date: _____		
County Administrator: _____ Name: _____ Signature: _____ Date: _____		
On this date, I have received a copy of my job description relating to my employment with Monroe County: _____ Name: _____ Signature: _____ Date: _____		